



PLH & ASSOCIATES, LLC
REAL ESTATE INVESTMENTS
CONSTRUCTION SERVICES
PROPERTY MANAGEMENT

PLH & Associates, LLC
301 Medinah Street
Oregon, WI 53575

608.206.7596 Phone
425.988.8996 Fax

Instructions:

1. Print
2. File out the information highlighted in yellow as much as possible.
3. Save document periodically.
4. Email document to plha@charter.net.
5. If you do not hear from someone at PLH & Associates within 2 days, please contact Paul Lynch Jr. at 608-206-7596.

Thank you for your interest in a PLH & Associates, LLC property.



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The following information, terms and conditions shall be used to draft a lease.

Name – Building		Space Number	Date – Occupancy
Address		Intended Use	Approximate Sq. Ft.
Approximate Rent \$ Annually \$ Monthly	Lease Term		Security Deposit \$
Name – Landlord PLH & Associates, LLC		Name – Company	

RENTAL ADJUSTMENT: At the beginning of lease year [redacted] and at the beginning of each Lease Year thereafter (including any extended term), the rental payable during the next commencing Lease Year, being the "Rental Adjustment Period", shall be adjusted at the commencement of each such Rental Adjustment Period. The rent shall be adjusted (3.5%) annually on the monthly rent for the immediate preceding Lease Year.

Lease Year	Previous Year Rent	Increase	Amount of Increase	Monthly Rent	Start Date
1 st	-	-	-	\$	
2 nd	\$	3.5%	\$	\$	
3 rd	\$	3.5%	\$	\$	

CHARGE FOR LATE RENT: Tenant acknowledges that rent paid late by Tenant will cause Landlord to incur costs not contemplated by this Lease. Tenant shall pay to Landlord an additional sum of five (5%) percent of the overdue rent as a late charge if payment received after the 5th of each month.

Lease Year	Monthly Rent	Late Charge	Late Fee	Amount Due
1 st	\$	5.0%	\$	\$
2 nd	\$	5.0%	\$	\$
3 rd	\$	5.0%	\$	\$

RENEWAL OF LEASE: If Lessee shall desire to leave the premises at the end of this lease, then Lessee shall give notice, in writing, ninety (90) days before the expiration of this Lease. If Lessee fails to give notice, in writing, the terms of this lease shall automatically be extended for one (1) year, at the current lease rate being paid at that time plus five (5%) percent.



UTILITIES: Tenant shall pay any utility expenses supplied to premises identified.

OPERATING EXPENSES: Tenant shall be responsible for the premises pro-rata share of the building operating expenses including Common Area Maintenance, Real Estate Taxes and Insurance paid in monthly installments and the anticipated cost are \$ [REDACTED] per square foot which will equal approximately \$ [REDACTED] dollars monthly.

HVAC: Tenant shall be solely responsible for maintenance, repair, replacement, and operation of HVAC equipment after the tenant takes occupancy.

EQUIPMENT Tenant shall be solely responsible for maintenance, repair, replacement, and operation of all equipment on-site when tenant takes occupancy. This includes, but not limited to, the air compressor, air tanks, air lines, and paint booth.

SIGNAGE All signage shall be the responsibility of Tenant and shall comply with the building sign policy included in Lease.

JANITORIAL: Tenant shall be responsible for janitorial service.

TENANT IMPROVEMENTS: Landlord agrees to deliver premises to Tenant in good condition including the following finishes: See Exhibit A, Outline Specifications.

DEPOSITS: Tenant shall pay Landlord a deposit of \$ [REDACTED] within three (3) business days after date that this Letter of Intent is executed by both Landlord and Tenant. Deposit shall be held in the operating account of Landlord. Said deposit shall guarantee space for Tenant for thirty (30) days from the date this Letter of Intent is executed while Landlord and Tenant proceed forward to enter into a mutually acceptable Lease containing the terms and conditions contained in this Letter of Intent. Should the parties fail to enter into a lease agreement within the specified time period, the deposit shall be returned to tenant and there shall be no further obligation to either party. If the parties do enter into a mutually acceptable lease, the deposit shall be transferred to the Landlord following execution of the lease. Said deposit shall then be applied toward Tenant's security deposit. At the time the lease is executed, the Tenant shall pay the first month's rent and security deposit.

MISCELLANEOUS: See attached Exhibit A for miscellaneous terms and conditions

This Letter of Intent shall be subject to Landlord's approval of Tenant's personal and business credit reports and financial information. To facilitate this analysis, the completed PLH & Associates, LLC Credit Application must accompany this Letter of Intent.



PERSONAL GUARANTEE:

Name – Personally Guarantees Lease	Birthdate	Social Security #
Address	Telephone Number	Telephone Number
Previous Address- If above address Less than 2 years	Include Copy of Last Year's Tax Return	

By my signature below, I give PLH & Associates, LLC permission to check my credit references.

_____ **Lease Guarantor** _____ **Date Signed**

It is understood and agreed that this Letter of Intent shall not be legally binding upon either Landlord or Tenant until its terms and conditions have been incorporated into a Lease Agreement and executed by both Landlord and Tenant.

_____ Name – Tenant(s)	_____ SIGNATURE – Tenant(s)	_____ Date Signed
_____ Name - Landlord	_____ SIGNATURE – Landlord	_____ Date Signed



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EXHIBIT A
